



Catering and consignments

Catering

Side events will take place mainly in the rooms African Pear and Ackee which are located near the National Stadium, a short walk from the AICC. Please follow the signs.

Portobello & Co.
Anita Punjabi
sunshinesalads@yahoo.com
+233 244 383 064

- For planning purposes the caterer will need your order **at least 24 hours** in advance
- All catering must be set up outside the rooms
- It is the responsibility of the organizer to ensure that side event rooms are left free of bottles, cans, glasses or any food remains from the catering and ready for the next meeting
- Any catering requires prior authorization from the secretariat
- **Payment must be effected in cash only, credit cards are not accepted**

Consignments

Consignments should be delivered to the conference venue, **not** before 19 August 2008 at the address below:

**Accra International Conference Center (AICC).
Accra Climate Change Talks
Castle Road
Accra, Ghana**

Information

- To facilitate customs clearance, all consignments should be clearly labelled as “non-commercial goods for education and training purposes only”.
- To facilitate tracking the receivee, the sender organization, recipient/responsible person, telephone number or e-mail address should be clearly visible on the consignment.
- To facilitate re-export of any consignment which has been temporarily imported, the organizer should send a detailed packing list with the consignment.

Labels will be sent to all organizers of side events and exhibits. Further labels for participants may be obtained on request by contacting the observer organizations liaison team (alutz@unfccc.int)

Customs clearance

The Government of Ghana has advised that consignments will need the assistance of a customs clearance agent at the point of entry to facilitate customs clearance. Agents would charge fees at commercial rates for their services.

For those organizers who do not have a customs clearing agent, the Government of Ghana has provided the following contact:

OFFCANS FREIGHT FORWARDERS

(Clearing & Forwarding-Consolidators)

Aviance Cargo Village, Block 8; Room, 3

P. O. Box 9907, Kia – Accra

Tel/Fax: +233 21 785 621

Cell: +233 24 301 4144

magaking22@yahoo.com

Contact person: Mr. Benjamin Ofori
